

DEPARTMENT OF HUMAN RESOURCES FAMILY INVESTMENT ADMINISTRATION	TEMPORARY CASH ASSISTANCE MANUAL
Chapter IV: APPLICATION	COMAR 07.03.03.04
Section 9: VERIFICATION	

PURPOSE

Information on the verification requirements for TCA is included in this chapter. The chapter includes what specific verification is required and what are considered acceptable forms of verification.

I. REQUIREMENTS

- A. The case manager must verify the following TCA eligibility factors:
 1. All countable income;
 2. Housing type to determine if there is countable rent subsidy income
 - a. **Do not close** the TCA case for failure to verify housing type;
 - b. Process the case as though the customer lives in subsidized housing.
 - c. Deduct \$60 per month as unearned income from the TCA grant until the housing type is verified. (Procedures for coding CARES are in chapter IX, section 5, Unearned Income.)
 3. All assistance unit members have applied for all benefits they may be potentially eligible to receive;
 4. Countable assets;
 5. Social Security Number (SSN) for each assistance unit member, or proof of application for a new or replacement card;
 6. Immigration status of each non-citizen assistance unit member:
 - a. Use the SAVE system to verify status of each non-citizen.
 - b. Immigrants without documentation are not eligible.
 - c. Do not contact the Bureau of Citizenship and Immigration Services (BCIS) unless specifically requested to do so by the immigrant.
 7. Verify questionable information relating to the eligibility decision.
- B. The case manager may require verification for eligibility factors as determined by the local department.
- C. If verification such as identity and social security number are already available in the file do not request them again.

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II. During the interview, the case manager advises the customer:

- A. What verification is needed;
- B. Ways to obtain the verification;
- C. Acceptable optional verifications; and that
- D. The customer has 10 days to return required verification.
- E. The case manager provides the customer with a list of required verifications in writing, and
- F. Confirms that the customer can obtain the verification.

III. The applicant or recipient is responsible for obtaining verification.

- A. The case manager assists in obtaining the necessary verification if the individual is:
 - 1. Physically or mentally incapable of meeting the requirement, or
 - 2. Lacks the resources to meet the requirement, or
 - 3. Needs the case manager's assistance to meet the deadline
- B. The case manager may not limit acceptable proof to a specific document when an eligibility factor can be verified in more than one way

Note: When a customer delays a recertification appointment, the deadline to return verification necessary to make an eligibility decision may be less than 10 days. Do not delay the recertification eligibility decision because the customer has not provided information that the customer is not required to provide. The deadline cannot extend beyond the end of the current eligibility period.

EXAMPLES

Example 1

Molly Pitcher applies for herself, her 15- year-old daughter, Sally, and her 10-year-old distant cousin, Henry, whom she has raised since he was an infant. Molly's great-grandfather is Henry's great-great-uncle. Ms. Pitcher works part-time. Sally also works after school and on the weekends. Ms. Pitcher declares that all are U.S. citizens and all have Social Security numbers. Ms. Pitcher must verify:

- Ms. Pitcher's earnings;
- SSN for assistance unit members; and

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- Rental or living arrangement to determine if it is public housing, Section 8 or Farmer's Home Administration Section 515 Rental Assistance;
- Even though Henry is distantly related, it does not need to be verified.
Accept the customer's statement that he is a related child.
- Sally's earnings do not have to be verified since the record documents that she is a minor child.

Example 2

Karen and Ken Doll apply for themselves and their twin sons, Ken, Jr. and Karl. Ken states he has not been able to work for a year because of a back injury. He was injured on the job, but never received compensation. Karen has never been employed, but now that the twins are 3 years old, she is looking for a job. Mr. Doll states he still cannot work. The Dolls have never received assistance. They have lived in the same apartment for 4 years. The Dolls claim that their parents and siblings help them pay the rent and utilities, buy food, etc. The Dolls are required to verify:

- Rental or living arrangement to determine if it is public housing, Section 8 or Section 515;
- The status of Mr. Doll's worker's compensation and why he is not receiving benefits;
- Proof of the frequency, amount, and type of financial help from family;
- A medical evaluation form for Mr. Doll for continued disability; and
- An application for Social Security Disability or SSI for Mr. Doll.

ADDITIONAL INFORMATION

- Look for detailed information about specific verification under the applicable chapter and section of the manual